

Frequently Asked Questions – BLLC Renewal Process 2016

1. What is the renewal period? When are applications due?

Answer: The renewal period for 2016 begins March 1, 2016 – March 31, 2016. All applications are due by March 31, 2016. Any applications received after March 31, 2016 are subject to a late penalty of \$50 per business day will be assessed with a maximum penalty of \$1500.

2. What are the Office Hours during renewals?

Answer: The BLLC normal Office Hours are from **8:30 AM – 4:00 PM Monday – Friday**. Licensees are encouraged contact staff on specific questions by emailing Nadine Davis and/or Staci Russell (Nadine.Davis@baltimorecity.gov or Staci.Russell@baltimorecity.gov) or by calling (410)396-4377.

3. What do I need to bring to renew my licensee?

Answer: A completed and notarized 2016 application, a check and/or money order made payable to the **DIRECTOR OF FINANCE** for application processing fee \$50.00. Once the 2016 application has been processed you will be notified (by letter or email) to bring a check for the yearly license fee which should be made payable to the **DIRECTOR OF FINANCE**.

*** Note that in the 46th Legislative District “Class B” Restaurant Food form needs to be completed and submitted with your renewal application.**

4. What are the license delivery/pick-up options?

Answer: This year we will be offering two options for the delivery and pick-up of licenses.

- **Inspector Delivery option:** You can choose to have your license hand-delivered by an inspector for a fee of \$25.00. Payment by check and/or money order can be made at the time of delivery.
- **Pick-up:** If you choose the pickup option, please have your payment ready in form of check or money order made Payable to “Director of Finance “.

5. Can I request that my mail be sent to alternate address?

Answer: As part of the renewal there is space to add a mailing address vs. the licensed location. We have also added fields for emails and alternative phone numbers.

6. Does a “Sales tax hold”, Charter issue and/or obligations to the BLLC delay my license renewal?

Answer: Yes, these items can delay your renewal. If you have been notified that there is a sales tax hold on your license by the State Comptroller’s office, that the charter of your Limited Liability Company or corporation is not in good standing or you have outstanding obligations to this agency, or an obligation with the Director of Finance for the City of Baltimore, your 2016 renewal license will not be released until these issues are resolved. **NOTE: YOU MUST STILL FILE YOUR RENEWAL BY THE MARCH 31’ 2016 DEADLINE.**

7. Do I need a Workers Comp Certificate and/or other attachments (Alcohol Awareness/Corporate)?

Answer: NO, we have changed our form so that you can note your Workers Compensation insurer and information on the alcohol awareness into your renewal form. BUT, we will still need copies of corporate document if there are significant changes.

8. Do I need to submit a copy of my Traders License & Personal Property Tax Clearance with my renewal?

A copy of your trader’s information is required by State law at renewal, however because out the timeline of renewals this will be verified during the inspections process during the 2016 License year.

9. Can I change and/or remove the name of a licensee at license renewal?

Answer: At renewal, you may change and/or remove a name on your license held as a limited liability company or a corporation if the majority owner of the business is not changing. Because a criminal background check must be done on any new licensee, please file your renewal early in March so that your renewal license will not be delayed.

Board of Liquor License Commissioners for Baltimore City
 231 E. Baltimore Street, Suite 600, Baltimore MD 21202
 Office Phone: (410)396-4377 Office Fax: (410) 396-4382

10. What if I moved and/or got married?

Answer: A change of address should be noted on renewal. If your change of location has moved you outside of the City of Baltimore and a new resident and/or property needs to be added to the file. As per State law, all licensees must have a pecuniary and/or ownership interest in the license.

11. Can I change the information on a Baltimore resident and/or property owner?

Answer: If you are changing the city resident or taxpayer on your license at renewal, you must provide proof that the applicant has lived in the city, owns property, or pays taxes to Baltimore City in his or her individual name for two years preceding the filing of the application. This is a continuing requirement, and you must always have someone on your license who qualifies as a City resident or taxpayer who also has a business interest in the license. As per State law, all licensees must have a pecuniary and/or ownership interest in the license.

12. Does the BLLC offer Notary services?

Answer: NO, the BLLC does not offer notary services and we will not accept applications that have not been notarized properly.

13. What happens if a licensee has died in the last year?

Answer: There are certain provisions under Section 2B § 10-506 specifically apply to the death of licensee and transfer that will take place.

14. What are the forms payments that are being accepted this renewal period?

Answer: The board only accepts checks and/or money orders made payable to the DIRECTOR OF FINANCE. The renewal application processing fee is \$50.00. The actual renewal fee depends on the type license issued to the licensee and any other additional ancillary services, offerings, or fee requirements mandated by law.

16. What is a SDAT ID#?

Answer: The SDAT number is the number issued by the Maryland Department of Assessment and Taxation when you set up your business with the State. It is a nine digit number that begins it begins with a letter followed by eight numbers. This number is different than your Federal Tax ID or Federal EIN#.

17. What forms do I have to submit to ensure that I can provide delivery of alcoholic beverages?

Answer: Each licensee that provides delivery service must complete and submit to the BLLC a delivery registration application form so the licensee's file will be notated. If a delivery registration form is not completed then the licensee cannot provide delivery services. Please note that upon delivery of any alcoholic beverages to customers that a beverage delivery form must be completed as required by the Alcoholic Beverage Rules and Regulations.

18. How do I request a waiver/reduction of late fees?

Answer: A letter needs to be submitted to the BLLC Board via the Michelle Bailey-Hedgepeth, Executive Secretary, Michelle.bailey-hedgepeth@baltimorecity.gov describing the reason why the renewal is late and why the board should consider the request for waiver/reduction of fees.

Other Information for Renewal 2016

- **New Item:** Please provide us with any all social media or websites related to your establishment on your application.
- Please provide e-mail and additional contact information and if applicable, provide information on manager's or other key employees
- If a question does not apply to your license answer **No** (this will mean the item is not applicable)
- Please answer **all** questions on the application.
- Note March 31, 2016 is a Thursday. Any applications received after this date will charged a \$50.00 per day.

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